

Reedsport Community Charter School
Facilities Use Agreement

Organization Requesting Facility

Representative (Contact Person)

Phone Number

Street Address

City

State/Zip

The undersigned, either individually or as authorized representative for the organization designated, agrees to abide and be bound by the statements set forth on the reverse side hereof.

Signature of party requesting or authorized representative

Date

Facility Information

Requested Facility: _____

Planned Activity: _____

Requested Date(s): _____

Requested Time(s): From _____ (a.m./p.m.) To _____ (a.m./p.m.)

Event Time: _____

Requested Equipment: _____

District Employee to serve as Supervisor: _____
(Outside of staff hours)

APPROVED: _____

• _____
Building Administrator

Date

(To be completed by District Office)

Facility Rental Fee \$ _____

APPROVED: _____

Superintendent or Designee

Special Service Charges:

Technician Fee \$ _____

Custodial Fee \$ _____

Cook Fee \$ _____

Total Fees \$ _____

Listed below are excerpts from District Policy KG-AR

1 - Facilities Use Agreement
Docs/Corps/RCCS

C: Appropriate School Office
Appropriate School Head Custodian
Organization Representative

General Policy

The Reedsport School District shall participate in community education by permitting community organizations and groups the use of school facilities and equipment for worthwhile activities and purposes. Such use shall not interfere with scheduled school programs or events and shall be supported in part by the payment of fees levied by the District to defray costs of utilities, maintenance, and supervision.

Priority

Because public schools are supported primarily for the education of youth, first priority for use outside of school programs will be given to school-related groups and recognized youth organizations. Following these, preference will be given to publicly sponsored adult education and recreation programs, civic organizational activities, and finally to private educational and recreational group activities.

Agreements

All parties wishing to use any school facilities or equipment shall sign a School District Facilities Use Agreement prior to use. Facility agreement forms are available at each school's main office. The applicant must agree to assume responsibility for the observance of school regulations and the general conduct of all participants in the activity. The agreement shall also require that the applicant be responsible for damages that occur because of negligence, and indemnify and hold harmless the School District from any and all claims, losses or damages arising from use of the facility or equipment

Supervision

Adequate supervision shall be required for all outside use of school facilities and equipment. The building principal is authorized to request additional general supervision for community education activities if needed. Minimum supervision in a building shall require that a designated staff person be responsible or on duty in the building during any event or activity of an outside group.

Cancellations

The School District shall reserve the right to cancel permits or agreements at any time when such action is necessary for the best interest of the District. A record of such cancellation shall be submitted to the administrative council whenever cancellation occurs. Permit holders shall be required to notify the District of cancellation at least one day in advance.

Rental Fees

Cafeteria with kitchen (Charter School)	\$ 50.00
Multi-purpose room with kitchen (Highland Elementary)	\$ 50.00
Multi-purpose room without kitchen (Highland Elementary)	\$ 25.00
Gymnasium (Charter School)	\$ 50.00
Classroom	\$ 25.00
Pacific Auditorium	\$ 50.00
Stadium	\$ 50.00
Football Field and Track	\$100.00
All other ball fields	\$ 25.00
Religious Organizations (not charging fee or taking a collection)	\$ 5.00
Lab Fee — Computer Labs or Interactive Video	\$ 5.00

Rental fees are based on up to three hours use; activities that require more time will be charged an additional fee; Rental fees do not include special services of a custodian or District employee if needed or required.

Special Services Charges

	<u>On Duty</u>	<u>Off Duty*</u>
Custodian	No Charge	Time and one-half
Cafeteria Worker	N/A	Time and one-half

*Minimum two hours

The Board reserves the right to waive fees under special circumstances. Under time constraints, the Superintendent (or the Superintendent's designee) may make the decision.